

Ripley, Denise

From: Ripley, Denise
Sent: Wednesday, September 10, 2014 1:30 PM
To: R10-ECL Mail Group
Cc: Mills, Joann; Hendrickson, Andrew
Subject: 11th floor file saver

Importance: High

Greetings,

In anticipation for our upcoming move (December for 12th floor folks) we have been asked to move all of our records currently stored in our locked files room in preparation. The 12th floor needs to be reinforced with steel beams that will take a week of afterhours work to complete. These records need to be moved no later than September 19th.

What I need from you (those who currently have records in that room) is to come and see me or set up a meeting with me over the next few days so that we can go through the records you have stored in the file room.

We are going to be moving the records to a temporary holding place on the 7th floor until our final move in December.

We are working on the details regarding the "how to" for the records to be physically moved so we will handle all of that.

CBI records will be stored in a locked file saver separately from other confidential records. Other confidential records will be stored in a locked room on the 7th floor and Non-confidential records will be stored on the 7th floor in an unlocked file saver. Access to the 7th floor will be limited to only those who manage the records in question and their managers.

If you have any questions, feel free to give me a call or email.

This is an urgent request!

Thank you and look forward to working with you.

Sincerely,
Denise Ripley



Superfund Records Manager

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